



Washington State Department of Early Learning

“Kids’ Potential, Our Purpose.”

10.6.2 Licensing Critical Incident Reporting Policy and Procedure Tip Sheet

When is it effective? June 1, 2008

What does it mean to me?

As a Licensing staff:

- Staff who become aware that a serious (refer to incident type attachment) incident has occurred in a licensed child care facility, either through reports, observation or documentation, must immediately begin the process of completing a LCIR.
- Staff must inform their direct supervisor on the same day the incident becomes known to DEL.
- Staff must complete the LCIR within one business day of receiving the information.
- If the incident involves a child fatality or other incident likely to receive media or legislative attention, the SAM will attempt to contact the Deputy Director by phone. If the Deputy Director is **NOT** available, the communication Director will be contacted. If the incident does not involve one that will likely receive media or legislative attention, follow the documentation guidelines as outlined in the LCIR Reporting Procedure.

What is important to remember?

- The LCIR must clearly and accurately document the incident, the licensee’s complaint history, incident type, subject of the report and an indication of media interest.
- Document the events which led to the LCIR within CAMIS/FAMLINK.
- Staff must submit the final version of the LCIR to their supervisor, who, upon approval, forwards to the SAM for review, approval and distribution.
- The Assistant Director of the Quality Division or designee will review each LCIR and determine if the report must be forwarded to the Communication Manager as outlined in the LCIR Reporting Procedures.
- The Communication Manager will determine if the LCIR needs to be forwarded further.
- Upon approval, the LCIR will be routed back to the ASAM, SAM, LPA, Supervisor and Licensor.
- Staff will copy the Deputy Director on all LCIRs once they have been approved.
- Follow-up reporting and documentation storage should be completed as outlined in the LCIR Reporting Procedures.

Resources associated with the policy:

- 10.6.2 Licensing Critical Incident Reporting Policy
- 10.6.2 Licensing Critical Incident Reporting Procedure
- Licensing Critical Incident Report
- Critical Incident Types
- Governor’s Office Incident Report Form

Training expectation:

- Supervisors are responsible for ensuring that all licensing staff have read and understand and follow all new policies as they are distributed.
- Once the full spectrum of licensing action policies are developed and approved, on-site training will occur.

**“Together, with
parents and
partners, we offer
children world-
class learning
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they reach their
full potential.”**

**If you have
questions, please
contact:**

draftpolicy.feedback@del.wa.gov

Remember to include the
name of the policy in the
subject line!